

**BY ORDER OF THE COMMANDER**

**SAFB INSTRUCTION 36-2128**

**20 January 2000**

**Personnel**



**TRANSITION FLIGHT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**★NOTICE:** This publication is available digitally on the **SAFB WWW** site and can be accessed at: <http://www.sheppard.af.mil>. If you lack access, contact the OPR or Base Publications Manager.

---

OPR: 82 TRG/TTA (Dr. T. Fore)

Certified by: 82 TRG/CD (Lt Col Shasteen)

Pages: 12/Distribution: F; X;

HQ AETC/DO

---

This instruction directs the establishment of the Transition Flight as part of the 82d Training Support Squadron at Sheppard Air Force Base, Texas. It contains procedures for implementing policies concerning the supervision, operation, and administrative requirements of the program. This instruction applies to all technical training squadrons (TRSs) assigned to the 82d Training Wing (TRW). It does **not** apply to the 982 TRG or to geographically separated units (GSUs). This instruction does not cover all possible training situations; therefore, it requires the use of good judgment and common sense. Refer questions or suggestions regarding this instruction to the office of collateral responsibility (OCR), 82 TRSS/TTM.

**1. Responsibilities.** The concept of the 82d Training Support Squadron Transition Flight (82 TRSS/TF) is to provide an environment that allows for the supervised, productive utilization of students identified for and awaiting separation. The TF assists in the timely processing of these cases and allows the TRSs to focus on the continued production of graduates by removing unnecessary distractions.

**1.1. Training Groups (TRGs).** Commanders of the 82, 782 and 882 TRGs will coordinate with their respective TRSs to provide MTL support to the TF permanent staff.

**1.2. Squadrons.** TRS commanders will assign to the TF students who have been eliminated from training and are pending discharge from the Air Force under Section H of AFI 36-3208, *Administrative Separation of Airmen*, and/or students awaiting separation who have engaged in documented misconduct after being informed of pending separation. The commander of the technical training squadron the transitioning student is assigned to retains UCMJ authority over

the student while assigned to the TF and will discipline students who continue to present disciplinary problems after assignment to the TF. Assignment to the TF should not be perceived as a means to impose punishment.

1.2.1. Students awaiting court-martial or in confinement will **not** be assigned to the TF. Students in confinement will be released from confinement and returned to the technical training squadron for processing of discharge actions before being assigned to the TF.

1.2.2. Completion of the AETC Form 125A, **Record of Administrative Training Action**, and notification (written or verbal) of separation actions are required prior to assigning a student to TF, if applicable.

1.2.3. Ensure bed space is available and inform the TF noncommissioned officer in charge (NCOIC) 24 hours prior to in-processing a student to the TF. Notification needs to include details relative to the reason for transfer.

1.2.4. Ensure the student has completely cleared out of (out-processed) the squadron dormitory and all military/civilian possessions are brought to the TF.

1.2.5. Ensure the NCOIC is aware of all the student's scheduled appointments.

1.2.6. Provide weekend cadre support to the TF on a rotational basis as determined by the 82 TRSS/TTM.

1.2.7. Provide a permanent party escort to deliver the student to the TF. The escort hand-carries a copy of the student's Personal Information File (PIF), Assignment to Transition Flight Letter, and AETC Form 125A, if applicable.

**1.3. 82 Training Support Squadron (82 TRSS).** The commander exercises administrative authority over students detailed to the TF to include the duty schedule, the TF Phase program and discipline for infractions of TF Program rules. For repeat disciplinary offenses or actions punishable under the UCMJ, the 82 TRSS/CC will refer students to their originating commander.

1.3.1. Provide sustainment funding and execution of the TF Program as outlined in this instruction.

1.3.2. Provide interface with the TRG and TRW leadership and base support infrastructure.

#### **1.4. Transition Flight:**

1.4.1. The NCOIC will report directly to the 82 TRSS/CC. Additionally the NCOIC will:

1.4.1.1. Inform the 82 TRSS/CC daily of disciplinary/administrative actions taken against detailed students.

1.4.1.2. Plan and schedule duty schedules for assigned staff members.

1.4.1.3. Provide on-the-job and in-service training for TF staff members.

1.4.1.4. Ensure all TF staff members read ATCR 30-4, ***Professional Conduct and Relationships***, and AFI 36-2909, ***Professional and Unprofessional Relationships***, upon assignment.

1.4.1.5. Ensure no TF staff member uses tobacco products in the presence of students.

1.4.1.6. Implement facility management procedures IAW AFD 32-10, ***Installations and Facilities***, AFI 32-6005, ***Unaccompanied Housing Management***, and AETCI 32-6002, ***Dormitory Management***.

1.4.2. Staff Members:

1.4.2.1. Coordinate appointments with staff agencies as needed.

1.4.2.2. Ensure constructive use of students performing needed base projects and detail-type work.

1.4.2.3. Conduct random practice fire drills weekly. Review the proper use and location of fire extinguishers.

1.4.2.4. Conduct Physical Conditioning (PC) three times per week IAW AETCI 36-2216/SAFB Sup 1, ***Administration of Military Standards and Discipline Training*** (upon publication).

1.4.2.5. Establish and annotate an events log. As a minimum, include:

1.4.2.5.1. Student infractions of the rules

1.4.2.5.2. Date and time of infraction

1.4.2.5.3. Include results of action taken

1.4.2.5.4. Facility visitor arrival/departure

1.4.2.5.5. Briefing on change over

1.4.2.6. Ensure all students march to and from the dining facility, details, and appointments, unless excluded from marching in writing by a medical physician.

1.4.2.7. Conduct linen exchange weekly or on an as required basis to maximize available bed spaces.

1.4.2.8. Ensure the television, computer, lights, coffee pot, and radio are turned off prior to departing the facility.

1.4.2.9. Conduct periodic facility checks on every shift and make corrections immediately to prevent safety hazards.

1.4.2.10. Ensure compliance with the TF Phase program.

1.4.2.11. Initiate the missing student checklist and notification procedures upon recognition of a missing student. **NOTE:** A student is considered absent without leave (AWOL) 24 hours after absence is identified.

## **2. In-/Out-processing**

**2.1. In-processing.** In-processing is typically accomplished at 0900 on Tuesdays and Thursdays; however, commanders may coordinate with the 82 TRSS/CC for exceptional cases.

2.1.1. The NCOIC or staff members will receive students detailed to the 82TRSS/TF. Students will **not** be met by, or in-processed by, other students or student-graduates. The NCOIC will personally interview and brief students within 24 hours of being assigned to the flight. The interview will cover the reason for transfer and arrange specialized counseling with appropriate base agencies as required/requested.

2.1.2. Staff responsibilities include:

2.1.2.1. Collecting Personnel Information File (PIF), AETC Form 125A (if applicable), and Assignment to Transition Flight Letter from escort.

2.1.2.2. Completing SAFB Form 602, **Transition Flight Admissions Worksheet**.

2.1.2.3. Completing SAFB Form 603, **Dormitory Room Control Form**.

2.1.2.4. Providing the students a handbook and allowing them time to read it. When students finish, have them sign a memorandum acknowledging receipt and understanding. File signed memorandum in PIF.

2.1.2.5. Securing the student's valuables.

2.1.2.6. Conducting a fire drill briefing and walk-through showing assigned exits for new students.

**2.2. Out-processing:** Out-processing will be accomplished as soon as possible upon completion of the separation process.

2.2.1. NCOIC:

2.2.1.1. Advise originating squadron commander and the 82 TRSS/CC upon the former student's departure.

2.2.1.2. Ensure the former student's case materials are collected and returned to the originating TRS.

2.2.2. Staff Members:

2.2.2.1. Conduct a room inspection IAW AETCI 36-2216/SAFB Sup1, *Administration of Military Standards and Discipline Training*, (upon publication) and the issued handbook.

2.2.2.2. Ensure the former student removes all personal items.

2.2.2.3. Complete SAFB Form 601, **Transition Flight Out-Processing Checklist**.

**3. TF Phase Program.**

3.1. Introduction. Commanders will assign nonprior service (NPS) students who have been eliminated from training to the TF for the period pending the individual's separation from the Air Force when the students present disciplinary problems for the squadron while awaiting separation. All assigned students will be entered into Phase A and issued a distinctive TF Phase Card and AETC Forms 341.

**3.2. Phase A.** This phase applies to all TF students upon detail.

3.2.1. Individual responsibilities, requirements and prohibitions. Phase A students will:

3.2.1.1. Remain on Sheppard AFB.

3.2.1.2. Remain in proper military uniform at all times and not wear civilian clothes on- or off-duty.

3.2.1.3. Not use or enter any POV.

3.2.1.4. Not purchase, possess, or consume alcoholic beverages, alcoholic beverage containers, cigarettes or smokeless tobacco; not attend any open mess facility, Student Activity Center, Community Activity Center, or any recreational park.

3.2.1.5. Return to and remain in the TF dormitory from 2100 Monday through Saturday (1600 on Sunday) until directed to fall-out the following day by a TF staff member. TF staff members

dictate mission priority duty schedule on weekends and holidays. Roll call will be conducted Monday through Friday at 0730, 1700 and 2100 hours; Saturday at 0730, 1200 and 2100 hours; Sunday at 0700, 1600 and 2100 hours.

3.2.1.6. Eat three meals per day in the assigned dining facility. Form up immediately when finished.

3.2.1.7. Maintain rooms in inspection order at all times. TVs, radios, VCRs and other electrical appliances are not authorized. Exception: alarm clock.

3.2.1.8. TF students will march in formation at all times. Formations will be supervised by a TF staff member or student placed in charge.

3.2.2. Religious accommodation is based on the constitutional right of the free exercise of religion in accordance with DoDD 1300.17, *Accommodation of Religious Practices Within the Military Services*, and Air Force policy as defined under AFI 36-2706, *Military Equal Opportunity and Treatment Program*, Section F - Accommodation of Religious Practices.

3.2.2.1. "Accommodating the religious practices of military members should not have an adverse impact on military readiness, individual or unit readiness, unit cohesion, health, safety standards, or discipline." (AFI 36-2706, Section F, paragraph 4.41.2). Commanders and MTLs may refer unusual or difficult requests to 82 TRW/HC.

3.2.2.2. All NPS students will be given the opportunity to attend and/or participate in religious services.

3.2.2.3. Phase A students may request in writing to go off-base to attend religious services, if that particular service is not available through the Chaplain Service. The student initiates the written request to attend an off-base religious service. The request must include location, phone number, estimated departure and return time, and mode of travel (SAFB or church-provided transportation). The memo should be submitted to the TF NCOIC, or 82 TRSS commander for consideration not later than one duty day prior to the scheduled religious service.

**4. Registrar.** 82 TRSS and 882 TRSS Registrars will support the TF. Each Registrar must closely coordinate with the originating TRS and the TF to ensure the legal and timely separation processing of students detailed to the TF. Each Registrar will monitor the processing time and report to TF and TRS personnel.

#### **4.1. Forms:**

4.1.1. Process AETC Form 125A upon notification of elimination from training by the originating squadron.

4.1.2. Process student actions using AETC Form 581, **Student Status or Data Change Report**, upon departure from the TF.

**4.2. Meetings:** 82 TRSS/CC will host a meeting where each Registrar will report the status on all students assigned to the TF.

**5. Forms Prescribed:** SAFB Form 600, **Transition Flight In-Processing Checklist**; SAFB Form 601, **Transition Flight Out-Processing Checklist**; SAFB Form 602, **Transition Flight Admission Worksheet**; SAFB Form 603, **Dormitory Room Control Form**; and SAFB Form 604, **Initial In-Processing Procedures**.

SHARLA J. COOK, Brigadier General, USAF  
Commander

Attachments:

1. SAFB Form 600, **Transition Flight In-Processing Checklist**
2. SAFB Form 601, **Transition Flight Out-Processing Checklist**
3. SAFB Form 602, **Transition Flight Admission Worksheet**
4. SAFB Form 603, **Dormitory Room Control Form**
5. SAFB Form 604, **Initial In-Processing Procedures**

<b>TRANSITION FLIGHT IN-PROCESSING CHECKLIST</b>	
ASSIGNEE (RANK/NAME)	
INITIAL IN-PROCESSING ACTION	TF STAFF INITIALS/DATE
1. Superintendent or NCOIC introduction	
2. Assign personal living area/issue line	
3. Issue handbook	
4. Have assignee initial/sign certificates of understanding	
5. Determine assignee's religious preference (if any) Preference: _____	
6. Give tour of facility	
7. Conduct announced fire drill	
FOLLOWUP ACTION (Only as necessary)	TF STAFF INITIALS/DATE
1. Bank, Credit Union, or ATM for funds	
2. France (partial pay, if not enough funds)	
3. Barber Shop	
4. Mini BX	
6. Military Clothing Sales	
6. Alterations (sew stripes/patches)	
7. Cleaners (dry clean only uniforms)	
REMARKS	



## Attachment 2

TRANSITION FLIGHT OUT-PROCESSING CHECKLIST	
ASSIGNEE (RANK/NAME)	
DAY OF SEPARATION (Every Thursday)	TF STAFF INITIALS/DATE
1. Turn-in Room Key	
2. Turn-in Meal Card	
3. Turn-in copy of Orders	
4. Turn-in Field Jacket	
5. Turn-in Uniforms	
6. Retrieve handbook	
7. Linen/blankets removed from bed	
8. Personal living area is cleaned/dusted	
9. Ensure they have all of their personal items	
10. Reviewed assignees folder for completeness prior to filing	
REMARKS	

SHEPPARD AFB FORM 601, 20000101

**SAFBI 36-2128**  
**Attachment 3**

20 January 2000

TRANSITION FLIGHT ADMISSION WORKSHEET					
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10, U.S.C, Section 8013,  <b>ROUTINE USE:</b> To complete pertinent information and provide adequate supervision for these individuals who have been eliminated from training and are pending separation.</p>					
DATE ASSIGNED TRANSITION FLIGHT: (YYYYMMDD)		GRADE	NAME (Last, First, MI)		
SSN	SEX: (Check One) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		CURRENT SQUADRON ASSIGNED	DUTY PHONE	
MILITARY STATUS: (Check One) <input type="checkbox"/> AD (ACTIVE DUTY) <input type="checkbox"/> RES (RESERVIST) <input type="checkbox"/> ANG (GUARD)			BRANCH OF SERVICE: (Check One) <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINES		
DATE OF BIRTH	PLACE OF BIRTH (City & State)		MARTIAL STATUS: (Check One) <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIV		
NUMBER OF DEPENDENTS	SPOUSE'S NAME:				
PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY					
NAME:		RELATIONSHIP:		PHONE NUMBER (WITH AREA CODE):	
CITY:		STATE:		ZIP CODE:	
MEDICAL INFORMATION					
ANY MEDICAL PROBLEMS: (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO		ON WALKER: (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO		STATE NATURE OF MEDICAL PROBLEM:	
MEDICATION CURRENTLY ON:					
BLOOD TYPE	AGE	HEIGHT:	WEIGHT:	HAIR COLOR	EYE COLOR
TATTOOS/IDENTIFYING MARKS:					
ETHNIC RACE IE: (AFRICAN AMERICAN, INDIAN, ASIAN, HISPANIC, WHITE, ETC.):					
RELIGIOUS INFORMATION					
RELIGIOUS PREFERENCE:		RELIGIOUS HOLIDAYS YOU OBSERVE (THAT ARE NOT NORMAL HOLIDAYS OBSERVED):			
<p align="center"><b>NOTE</b></p> <p>1. I ACKNOWLEDGE THAT I MUST CONTACT MY FAMILY ON A REGULAR BASIS AND ADVISE THEM OF MY STATUS  2. I WILL INFORM THE 82 TRSS/TF STAFF OF ANY CHANGES OR STATUS RELATED TO THIS FORM OR MY ASSIGNMENT TO THE TRANSITION FLIGHT.</p>					
COMMENTS/REMARKS:					

SHEPPARD AFB FROM 602, 20000101

## Attachment 4

DORMITORY ROOM CONTROL FORM 82 TRSS TRANSITION FLIGHT SHEPPARD AFB, TEXAS		
RANK	NAME	
SEX	DATE ASSIGNED: (YYYYMMDD)	
ITEM:	QUANTITY:	QUALITY OF ITEM:
LOCKER	1	
MATTRESS	1	
PILLOW	1	
PILLOW CASE	1	
BLANKETS	2	
SHEETS	2	
REMARKS:		
<p><i>I hereby sign for the room, furniture, equipment, key, and linen. I have read all required Air Force, Air Education Training Command, Sheppard Training Wing, and Unit policies. I further recognize my liability for damage other than "fair wear and tear" of furnishing, caused by abuse or negligence on my part or by any guest in my quarters. Generally, the liability is limited to one month's pay except when loss or damage is determined to be the result of either gross negligence or willful misconduct.</i></p> <p>NOTE: DO NOT SIGN FOR ANY ITEM YOU ARE NOT ISSUED!!!</p> <p>SIGNATURE OF STUDENT: _____</p> <p>DATE: _____</p> <p>I authorize out-processing. Room inspection completed on: _____</p> <p>REMARKS:</p> <p>_____</p> <p>TRANSITION FLIGHT STAFF MEMBERS SIGNATURE</p>		

## Attachment 5

INITIAL IN-PROCESSING PROCEDURES			
AIRMAN DUMPS EVERYTHING OUT AND LOADS UP THE FOLLOWING ITEMS. THESE ARE THE ONLY ITEMS ALLOWED IN THE TRANSITION FLIGHT (TF) ASSIGNEES POSSESSION. ALL OTHER PERSONAL BELONGINGS WILL BE INVENTORED AND SECURED. STORED ITEMS WILL BE RETURNED TO THE TF ASSIGNEE UPON OUTPROCESSING.			
PERSONAL GROOMING ITEMS		✓	
RAZORS			
SHAVING CREAM			
DEODORANT (BODY)			
DEODORANT (FOOT)			
SOAP W/CASE			
TOOTHBRUSH W/CASE			
SHAMPOO			
COMB OR HAIRBRUSH			
PERSONAL ITEMS		✓	
WRITING MATERIALS (INK PENS, PAPER, ETC.)			
MAGAZINES			
MEDICATION			
LAUNDRY BAG (GREEN)			
TOWELS (WHITE)			
SOCKS (WHITE)			
SOCKS (BLACK)			
T-SHIRTS (WHITE)			
T-SHIRTS BROWN OR BLACK (SOLID)			
UNDERGARMENTS (BOXERS ETC.)			
PANTY HOSE			
IRON			
STARCH			
SHOE SHINE KIT (NO LIQUID POLISH)			
ALARM CLOCK (NO RADIO CLOCKS)			
SHOWER SHOES (1 PAIR)			
COMBAT BOOTS (1 PAIR)			
LAUNDRY SOAP			
MAKEUP (FEMALES)			
PERSONAL PICTURES			
AFTERSHAVE LOTION			
MONEY, STAMPS, ETC.			
STICK OUT TONGUE (CHECK FOR TONGUE RINGS)			
COMMENTS:			